DAS Department of Real Estate and Construction

Office of School Construction Grants & Review (OSCGR)

September 30, 2022

Presentation Overview

1. Connecticut's New Indoor Air Quality Reimbursement Program
2. Eligibility
3. Application Process and Project Milestones
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6. Using the CORE-CT Application System.

Connecticut's New Indoor Air Quality Reimbursement Program

HVAC Grant Program Overview

- Effective 7/1/2022, PA22-118 establishes a new $150 million reimbursement program for HVAC Improvements to public schools.

- There is a limited amount of retroactive IAQ grant money available for HVAC work performed between March 2020 and July 2022. The same criteria apply.

- The program was developed by and will be administered by OSCGR.

- All HVAC grants will be audited.

- Applications due by December 1, 2022.

- Grants awarded in early 2023.

Eligibility

What is eligible for reimbursement?

- Design/Inspection Costs
- Resonable Owners Rep Costs
- HVAC improvements
- Code updates for HVAC
- Roof work and Roof Top Units (RTUs) directly relating to HVAC improvements
- Indoor Air Quality
- Other costs reasonable and necessary to these projects

What is not eligible for HVAC reimbursement?

- Including, but not limited to:
    - New or renovation projects less than 20 years old, funded by OSCGR
    - Ancillary work
    - FF&E
    - District and municipal salaries and overhead
    - Local fees and permits
    - Bond interest
    - Central administration facilities

HVAC Grant Criteria

DAS will award grants based on need, using ALL the following criteria:

(A) Age and condition of the current HVAC system or equipment being replaced or upgraded in the school

(B) Current air quality issues at the school

(C) Age and condition of the overall school building

(D) School district's master plan

(E) Availability of maintenance records

(F) Contract or plan for the professional maintenance and cleaning of the HVAC system

(G) Board of education's or regional educational service center's authorization to finance their share of the project.

Application Process and Project Milestones

HVAC Project Milestones

- Project Application
  (due by December 1, 2022)
- State Grant Commitment (early 2023)
- Plan Review and Approval
- Public Bidding/Start of Construction
- Progress Payments
- Project Completion/Local Acceptance
  (By December 31, 2024)
- Submission of Final Project Data
- DAS Project Audit

Municipal Actions Prior to Application

- **Facility study and assessment of building conditions**
- **Long-term facility capital plan**
- **Secure Local Share of Funding**
- **Prepare and Adopt Education Specifications**
- **Obtain Local Authorizations:**
  - Authorize superintendent to apply to DAS for a grant
  - Establish a building committee
  - Authorize the preparation of at least schematic drawings

Use of Other Funds

State statute precludes districts from using other state or federal monies <u>exclusively</u> to cover local share—this includes ARPA funds.

- For example, if a district has a $100 project, a reimbursement rate of 50% and $20 of ARPA funds:

- The District <u>CAN</u> use the $20 of ARPA funds to reduce the total project cost from $100 to $80 and then apply the 50% reimbursement rate (i.e. a $40 municipal share and a $40 reimbursement from the state).

- The District <u>CANNOT</u> apply the 50% reimbursement rate to the $100 project and then use the $20 to reduce the $50 municipal share to $30.

Additional Information

Design Review

- OSCGR will review project designs or studies for the following requirements:

- Study/Design:
  - Educational Specifications
  - Professional Engineered Design Study or Design
  - Professional Cost Estimate
  - Building/System Related Issues
  - Indoor Air Quality Issues

Changes to Grant Award

District must notify DAS of any change in scope or cost to a project immediately. Due to limited funding, reauthorization within the current grant period is not

Local Contracting

Once municipalities have received their grant authorization, they may begin local bidding/selection which must be in accordance with municipal procurement policies and CGS Sec. 10-287.

NOTE: Projects must be competitively bid.

Reimbursement, Project Completion and Audits

HVAC Reimbursement Rates

Reimbursement rates set by statutes.

- Grant reimbursement rates will be as defined by statute.

- General Construction rates apply to the program.

- A link to the rates is on our website.

- Programmatic Rate of 80% (SDE approved)
  - Regional vocational agriculture (10-65)
  - Regional special education (10-76e)
  - Regional inter district magnets (10-286(3))

Initial and Subsequent Payments for HVAC Reimbursement

- OSCGR will reimburse LEAs for project costs, upon receipt and review of submitted invoices.

- DAS will retain 5 percent of grant amount until the conclusion of the audit process.

Audit and Final Payment

- As districts close out a project, the Board of Education must accept the project as complete and submit a report of final costs to OSCGR

- The final cost report includes a certification from the superintendent that the district adhered to its municipal charter and all required procurement rules

- OSCGR will calculate the final expenditures, make appropriate reimbursements, and submit to audit

- Once the audit is complete, the report will be issued, retainage released or invoice sent. The district must retain files until audit is complete.

Using the CORE-CT Application System
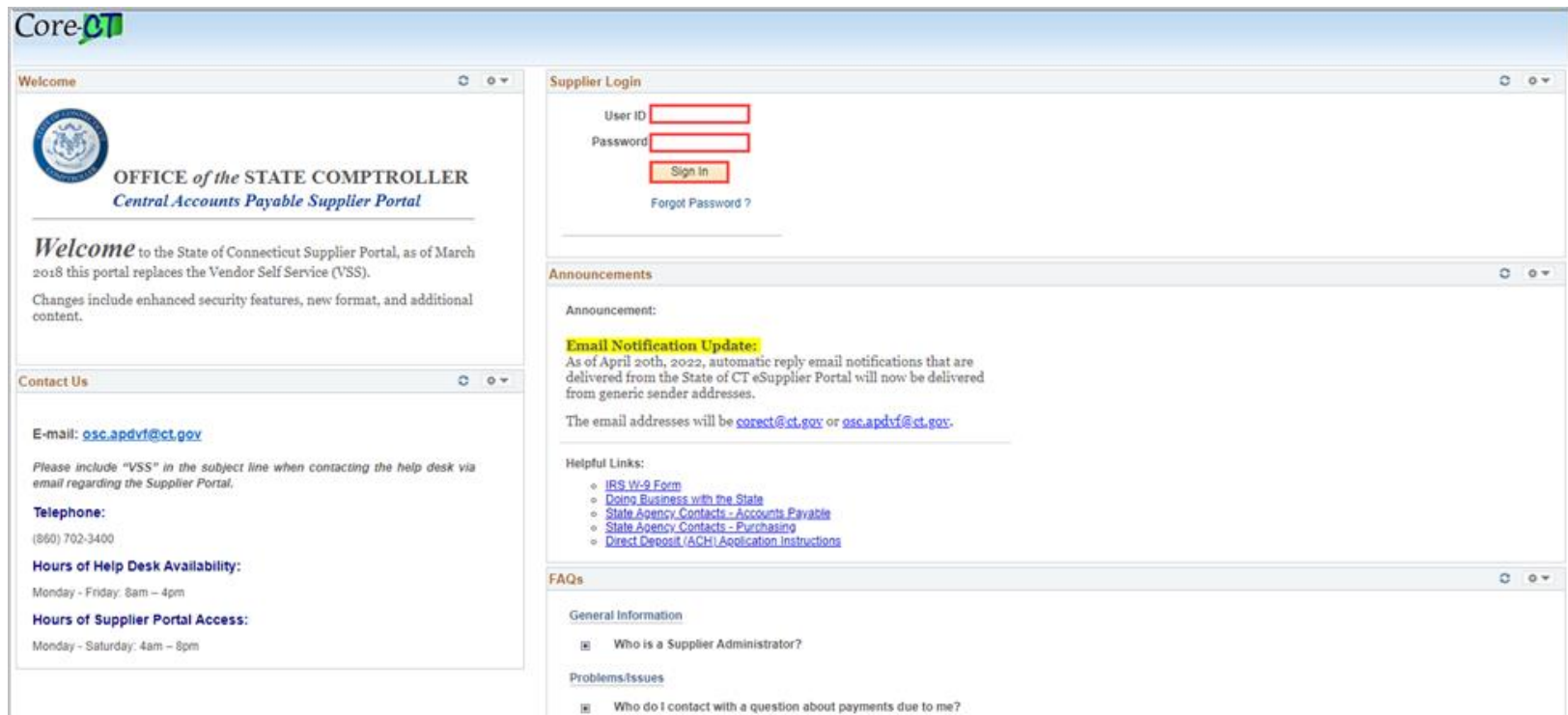
Superintendent User Accounts

- All applications are made in CORE.

- Applications may be submitted by Superintendent CORE accounts only.

- Superintendent CORE accounts created:
  1. By CORE-CT town administrator for town or LEA.
  2. After the account is created, send the username (not password) to OSCGR to start a request for the permissions to be added.
  3. Once completed, the Superintendent can access the application system

Logging in

- Website: https://corevss.ct.gov/

Password reset

User ID [   ]

Password [   ]

[Sign In]

Forgot Password ?

- "Forgot password" leads to page to trigger a reset email.

Supplier Login

Reset and Send Forgotten Password

Enter your UserID and click send to reset your password and have it sent to you via email.

*User ID [   ]

[Send]

Navigating to the Application

- Click **Supplier Homepage**.

Navigating to the Application

- Then click **My Event Activity.**
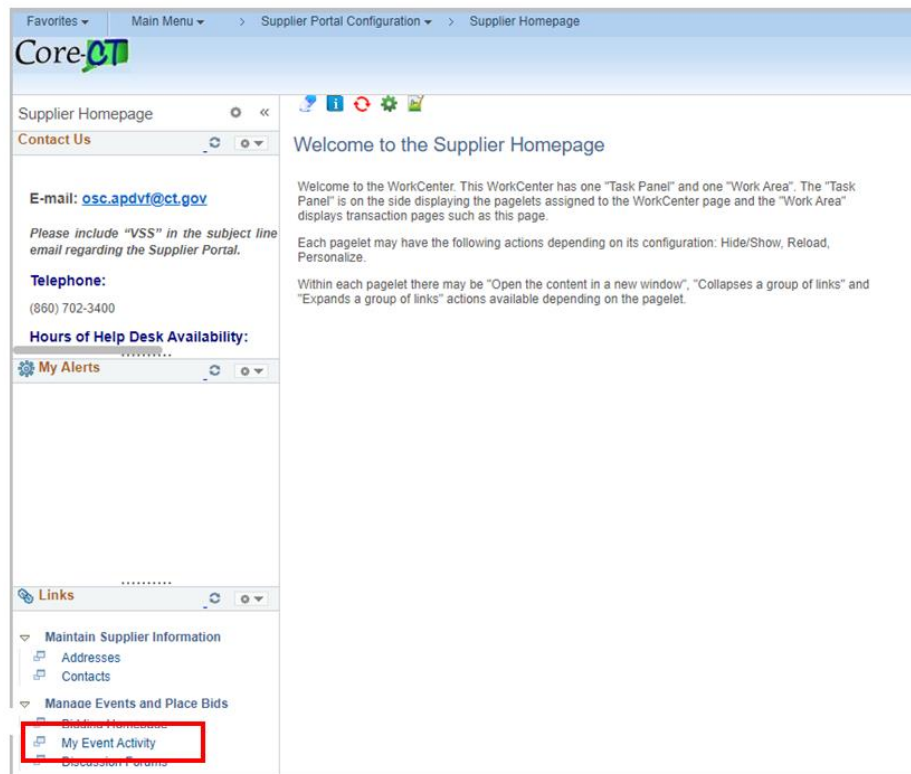
Navigating to the Application

Click on the yellow "Search" button.

At the bottom of the list, select "SCP0000070"

Starting an Application

Click **Bid on Event.**

Next a screen will ask you to a question – answer "Yes."

Starting an Application

Click **Save for Later**.
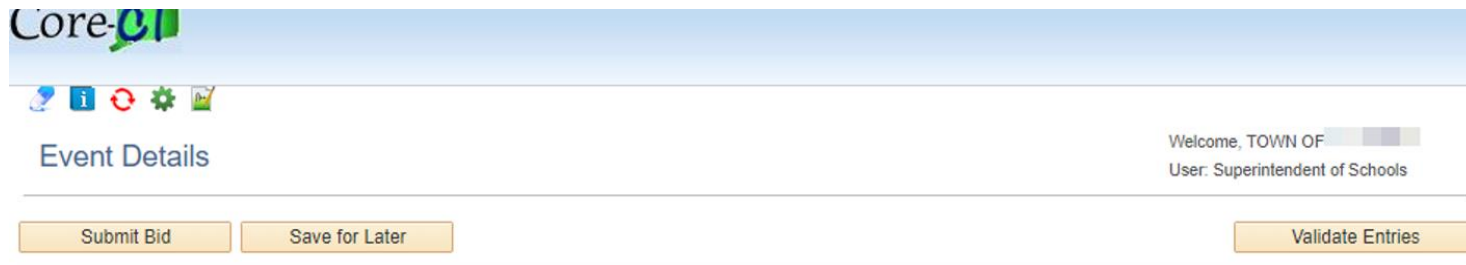
- This causes your draft application to exist in the system.

- You will see a pop-up saying that the application is not complete and a list in red of questions on this page you need to complete. This is normal and expected.

- You can follow the steps up to this one more than once to create applications for more than one school facility.

Question Types

Menu selection.

Question Types

Choice options.

Question Types

Date selection.

Question Types

File upload.

Two pages of application

Accessing the second page.

Two pages of application

Returning to the first page.

Submitting the application

Click "Submit Bid" to submit your application.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	1
Lines That Require a Response	1
Lines Responded To	1
Your Total Line Pricing	100,000.0000 USD

Hide Line Detail

★ Bid Required   💬 Line Comments/Files

Lines — Personalize | 🔁   First ◀ Previous Lines **1 of 1** Next Lines

Line		Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★		HVAC Application	EA	100000.000000	100,000.0000 USD	Bid	💬

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

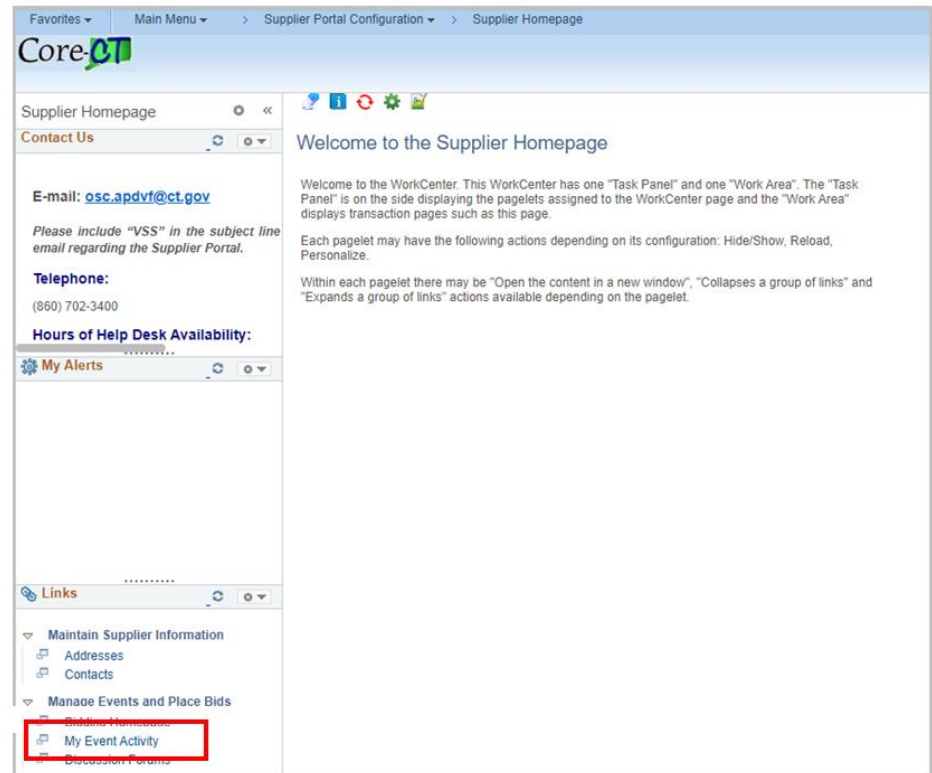| Submit Bid	Save for Later		Validate Entries

Return to Event Search

Note: The CORE system will allow you to edit applications you already submitted until the end of the application deadline. However, if you make changes to an application that was already submitted, click "Submit Bid" and not "Save for Later", since doing that will revert your application to unsubmitted draft status.

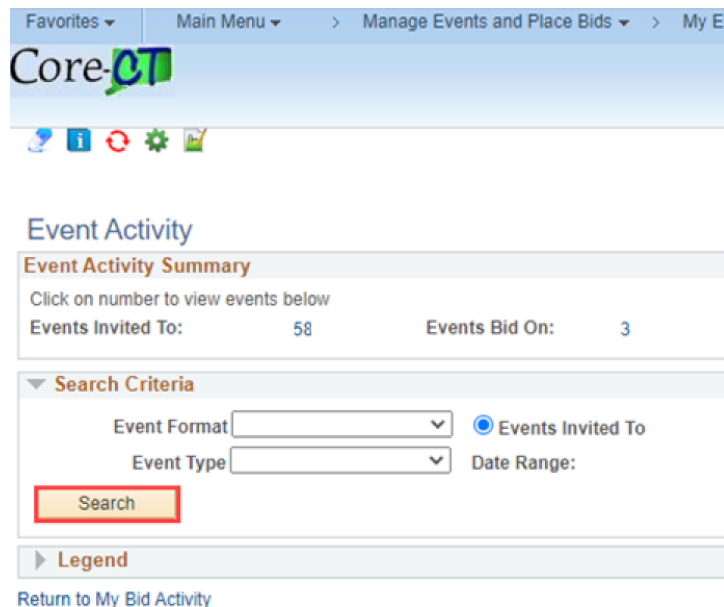**Let us know if you do not receive a confirmation that your application was submitted.**

Returning to Draft Applications

- You can return to a draft (or already submitted) application for further edits during a later sitting.

- To do that, go back to the step where you clicked **My Event Activity**, and do so again.

Returning to Draft Applications

Click on the yellow "Search" button.

At the bottom of the list, select "SCP0000070"

Returning to Draft Applications

Click where it says something like "1-in-Process..."

Returning to Draft Applications

Click "View/Edit" in the row for whichever of your applications you wish to edit.

Questions and Contact Information

Questions and Contact Information

QUESTIONS

- HVAC Grants
  email: **DAS.hvacgrants@ct.gov**

- Website: **ct.gov/hvacgrants**